

7 June 1960

MEMORANDUM FOR: See Distribution

SUBJECT: Translation of Classified Documents

1. In addition to its other functions Foreign Documents Division provides for translation of classified materials as required by Agency offices, utilizing fully-cleared staff employees.

2. Successive reductions in T/O have dictated a close review of this service to determine how it might be best maintained.

3. We do not wish to reduce the service. Therefore, we propose to implement the following procedure as rapidly as possible, starting 1 July 1960:

a. All translation of classified materials will be put on dictaphone belts.

b. The dictaphone belts will be sent directly to the requester for his aural use and/or transcription.

c. Translation of classified materials into foreign languages will be handled as heretofore.

4. The advantages of this procedure are:

a. No reduction in service, rather a possible increase.

b. Much more rapid service, because of the faster tempo of dictated translation, and the absence of delays occasioned in editing and typing.

5. The content of this memorandum applies only to the translation of classified documents. The translation of unclassified materials will continue to be handled contractually as heretofore.

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Chief, Foreign Documents Division, OO

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SUBJECT: Translation of Classified Documents

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